

# Applying for an ENHANCED license or ID?

To ensure your application process is as smooth as possible, remember:

- ✓ Double-check that you have all the correct documentation before visiting a Secretary of State office. If you have questions, call the Department of State Information Center at (888) SOS-MICH (767-6424) toll free for assistance or visit [www.Michigan.gov/SOS](http://www.Michigan.gov/SOS).
- ✓ Documents must be originals or copies certified with a raised seal or stamp.
- ✓ Faxed or photocopied documents will **NOT** be accepted.
- ✓ Documents are subject to departmental review and approval. Additional information may be required. The department will retain images or copies of any document presented.
- ✓ In some cases, document approval may not occur in the same day and may require an additional visit.

## If you **ALREADY** have a Michigan **PHOTO** license or ID, you'll need the following documents.

- ☐ Proof of a valid Social Security number (see #1 on list below for acceptable documentation).
- ☐ Proof of U.S. Citizenship (see #2 on list below). *Note: If your current legal name is different from your citizenship document, please refer to #2 below.*
- ☐ Proof of Identity. **Your Michigan license or ID fulfills this requirement.** (Note: Documents expired for less than one year will be accepted.)
- ☐ Proof of Michigan Residency. **Your Michigan license or ID fulfills this requirement.**

## If you **DO NOT** have a Michigan license or ID, you'll need the following documents.

- ☐ Proof of a valid Social Security number (see #1 below for options).
- ☐ Proof of U.S. Citizenship (see #2 below for options).
- ☐ Proof of Identity (see #3 below for options).
- ☐ Proof of Michigan residency (at least two documents are required, see #4 for options)

### ACCEPTABLE DOCUMENTATION

#### 1 Your Social Security number

Present **ONE** of the following to demonstrate a valid Social Security number.

- ☐ Social Security card.
- ☐ W2 or 1099 form.
- ☐ Pay stub containing your name and Social Security number.
- ☐ Valid U.S. military ID card with photo (DD2, DD1173 or CAC card). (Documents expired less than one year will also be accepted.)

*Note: All Social Security information will be verified.*

#### 3 Identity Verification (must be a photo ID)

Present original photo document to establish identity.

- ☐ Out-of-state driver's license or ID card. (Licenses or cards expired for less than one year will be accepted.)
- ☐ Valid, unexpired U.S. passport or passport card.
- ☐ Government-issued employee photo ID card (Federal, State, municipal).
- ☐ Valid U.S. military ID card with photo (DD2, DD-1173 or CAC card). (Documents expired less than one year will also be accepted.)
- ☐ Tribal photo ID card from a federally recognized Native American tribe.
- ☐ If the applicant is below the age of 18 and does not have one of the above, a parent or guardian must present their driver's license or ID and sign for the applicant.

#### 2 U.S. Citizenship

At least **ONE** of the following must be presented.

- ☐ Original certified birth certificate issued by a government unit in the U.S. or U.S. territory.
- ☐ Valid, unexpired U.S. passport or passport card.
- ☐ Certificate of Citizenship (N-560 or N-561).
- ☐ Certificate of Naturalization (N-550, N-570 or N-578).
- ☐ Consular Report of Birth Abroad issued by the U.S. Department of State (FS-240, DS-1350 or FS-545).

*Note: Your first/last name and date of birth on your citizenship and identity documents should match. If your current legal name is different from the name on your citizenship document, you must show legal proof of the name change, such as an original marriage license, divorce decree or court order.*

#### 4 Proof of Michigan residency

Bring at least **TWO** documents with your name and Michigan residential address.

- ☐ Utility bill or credit card bill issued within the last 90 days. (Electronic copies are acceptable.)
- ☐ Account statement from a bank or other financial institution issued within the last 90 days. (Electronic copies are acceptable.)
- ☐ Michigan high school, college or university report cards or transcripts.
- ☐ Mortgage, lease or rental agreement. (Lease and rental agreements must include the landlord's telephone number.)
- ☐ Pay stub or earnings statement issued with the name and address of the employer.
- ☐ Life, health, auto or home insurance policy.
- ☐ Federal, state or local government documents, such as receipts, licenses or assessments.
- ☐ Michigan title or registration.

*Note: Residency documents in a family member's name may be used if the family relationship can be established by other forms of documented proof.*